



Legal Advisor-Jury Instructions

Judicial Education

The Office of Judicial Education of the Wisconsin Court System is looking for a Legal Advisor-Jury Instructions to support the Wisconsin Judicial Conference's three jury instruction committees, the Wisconsin Civil Jury Instructions Committee, the Wisconsin Children Jury Instructions Committee, and the Wisconsin Criminal Jury Instructions Committee. This position will also assist with other committees (*e.g.*, the Benchbook Committees) and perform duties as assigned by the Director of Judicial Education.

LOCATION: Madison, WI with occasional statewide travel required.
SALARY: \$56,640 to \$78,000 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.
CLASSIFICATION: Legal Advisor

RESPONSIBILITIES:

1) Conducts legal, policy, and program analysis, and researches changes and trends in the law and circumstances that could impact the model jury instructions. 2) Drafts and revises model jury instructions, including special materials, law notes, reporter's notes, and comments. 3) Schedules, coordinates, and facilitates Jury Instruction Committees including keeping meeting minutes as necessary. 4) Coordinates and facilitates public access to the model jury instructions. 5) Serves as the Wisconsin Court System subject matter expert on the bylaws and procedures of the three jury instruction committees. 6) Performs other duties as assigned including staffing other committees (*e.g.*, the Benchbook Committees) and tasks related to judicial education.

QUALIFICATIONS:

1) A law degree from a school accredited by the American Bar Association (ABA). 2) Admission to the practice of law in the State of Wisconsin. 3) Policy or legal experience in a court system or related setting (preferably trial experience). 4) Expertise in legal research and writing. 5) Experience presenting legal information to diverse audiences. 6) Experience in public policy and procedure development (preferably experience working for or on behalf of members of the judiciary). 7) A minimum of one year working as a law clerk or attorney. Five years of experience in this area is preferred.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) Must meet the minimum standards for driving a state vehicle. 3) Must be able to travel throughout the State of Wisconsin with occasional overnights.

TO APPLY:

Please submit a cover letter, resume, and writing sample in a single .pdf document indicating the position **Legal Advisor-Jury Instructions – #20-1600** to human.resources@wicourts.gov. All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on November 6, 2020. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at www.wicourts.gov.

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER